



Employee Express Enhancements

Employee Express has always made security a top priority. With identity theft and other malicious activities so prevalent on the Internet, it was decided that it would be necessary to implement changes which would enhance the security for users.

On **September 25, 2007**, Employee Express will be implementing a new software release which will contain these enhancements.

- Requiring a complex Web password and frequent changes to the Web password
- Displaying the last login date and time on the main menu
- Allowing the use of a login ID instead of the SSN
- Displaying security alert information automatically

All users will be required to create a complex password after entering their current SSN and PIN when accessing the Web site on September 25 and beyond. Agency users that participate in the phone system will be required to continue to use their PIN to access the phone system. The Web password will be eight (8) characters long, consisting of at least one capital letter (A-Z), one lower case letter (a-z), one number (0-9) and one special character.

The system will detect the last date on which your Web password was changed. If you have not changed your Web password within the last 15 months, you will be required do so before access is granted.

The main menu will display the last successful login date and time. If this date does not represent the last time you accessed the site, you should change your password immediately and/or contact the Employee Express Helpdesk between 7:00 a.m. - 7:00 p.m. (Eastern Time) at (478) 757-3030 for assistance.

The Web site will allow the user the ability to establish a login ID to replace the use of the SSN. To create the login ID, the user will have to first log on successfully with their SSN and PIN and create the complex password before receiving the main menu. On the main menu, the user can select the "Create/Change Login ID" link to create a unique login ID. The login ID has to be between 6-8 alphanumeric characters and cannot contain any spaces. The login ID will be case sensitive and your CAPS lock key should be set properly. Too many unsuccessful attempts will lock your account.

Your login ID will not be mailed to you at any time! It is your responsibility to protect and know your login ID. If your login ID is forgotten or lost, you will be able to have it reset to your SSN. To have your login ID reset, you will access the Need PIN/Reset Password link on the Web site's home page. You then will click the Reset Password Button and complete the requested information. You will receive an e-mail notification of the change once your information has been verified by the helpdesk. You will then be required to access the Web site with your SSN and Web password.

<https://www.employeeexpress.gov/>

Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-NSSC123 or nssc-contactcenter@nasa.gov

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